

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: ACCOUNTING MANAGER

POSITION LOCATION: Agency Administration

POSITION REPORTS TO: Director of Finance

POSITION SUPERVISES: Fiscal Services Specialist II, III and Accounting Technician III

MINIMUM QUALIFICATIONS: Three years of governmental accounting experience equivalent to a Fiscal Services Specialist II or III. A Bachelor's degree with a major in accounting from an accredited college or university may substitute for one year of the required experience.

MAJOR DUTIES AND RESPONSIBILITIES: Plan, direct, coordinate, and evaluate the work of the above employees. Participate in the development of policies and procedures necessary for the proper operation of the financial affairs of the agency. Participate in the development of, and revise and adjust fiscal control systems for appropriated and non-appropriated state funds, internal service funds, federal assistance funds, matching grants, private grants, student fiduciary and activity funds. Provide fiscal control and budget control for all accounts, budgets and funds. Make projections of revenues and fixed costs. Provide and monitor a billing/receivable system to accommodate out-of-state student tuition, public school tuition, county student assistance charges, special institutional voucher funds, school districts in the Regional Cooperatives, and other special funding agreements. Develop and maintain an appropriate agency interface with the state accounting system (AFIS), secure training for accounting personnel as needed. Prepare fiscal reports including federal and other special funds, agency annual report, and fiscal year-end closing reports. Compile agency budget actuals and revenue projections. Monitor and reconcile departmental operating budgets and provide assistance as needed to departmental budget supervisors.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of the principles, concepts, practices, methods and techniques of government accounting and fiscal management. Skill in work management and work leadership. Skill in analysis and interpretation of financial data. Skill in work techniques required in maintaining accounting records through automated accounting systems. Skill in oral and written communications.